



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

INFORMATIONAL LETTER NO. 704

DATE: April 18, 2008

TO: Iowa Medicaid HCBS Waiver, including Individual Consumer Directed Attendant Care and Home Health Agency Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise

RE: Claim Submission Policy

EFFECTIVE: Immediate (see below)

All providers enrolled with Iowa Medicaid under the Home and Community Based Services (HCBS) waiver program submit claims for payment to the Iowa Medicaid Enterprise (IME) on the Claim for Targeted Medical Care (form 470-2486, revised 3/07). This is commonly known as the waiver claim form. All providers submitting on this form are reminded that in all cases, these claims must be:

- **submitted to the IME on a monthly basis and**
- **submitted only after the end of the month in which the service was provided.**

This includes all HCBS waiver services, including Individual Consumer Directed Attendant Care (CDAC).

Example: I provided individual CDAC services from January 1, 2008 – January 24, 2008. I could submit my claim to the IME on or after February 1, 2008.

Providers are advised that claims received at IME before the end of the month in which they were provided may be delayed, denied or have other processing problems.

The reason that providers must wait to file the claim until the month following services is that as a Medicaid member's needs change, service authorizations may change as well. The case managers who enter these service authorizations have until the last day of the month to actually enter or change them.

To facilitate claim payment in a timely manner, please submit the claim for an entire month's service as early as possible during the month after the services were provided.

If you have any questions please contact IME Provider Services at 1-800-338-7909, locally in Des Moines at 515-725-1004 or by email at imeproviderservices@dhs.state.ia.us.